

NAME _____ DATE _____

Sample Service-Learning Project Report Guidelines

Use the following guidelines to help you compile your service-learning project report.

General guidelines:

- Report should be 1500–2000 words.
- Use the main headings suggested below. You can add other sections if relevant.
- Include photos and other creative elements.
- Pay attention to presentation of information (appearance).
- Be clear and concise.
- More detailed guidelines are below. The suggestions in italics can help guide your writing. You don't have to address suggestions that are not relevant.

Title Page: Title of project, group members' names, the date, and the name of the class.

Project Summary (100 words maximum):

- In this section, give an overall summary of your project: the problem you've selected, your project goals, the action you planned, and the results. This section is like an abstract and can also serve as a brief summary to submit to newsletters like enviro-news.

The Problem (100 words):

- In this section, explain briefly and clearly which problem you are trying to address through your project and how it relates to climate action and forests/trees.
- Show your critical understanding of the problem by explaining some of the underlying causes and connections with other social/environmental problems.
- Did your understanding of the problem change as you did your research? If yes, explain.

Project Objectives:

- What were you trying to achieve with your project? State 1–3 objectives (which may be the same or similar to what you submitted in your project plan).

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Research Strategies and Findings (100 words):

- Explain how you found out more about the problem you chose, for example through research on websites, in books (list useful resources), interviews with resource people (who and how did they help you?), site visits, etc.
- What stakeholders or members of your community could help make this program a success (from design to implementation)? How can people get involved with and support your work?
- How will the action benefit people and the community if it is successful?
- Include pictures of the research process if you have them.
- What did you find out about your chosen problem?
- Include quotations from people interviewed if relevant.

Action (250 words):

- Explain clearly what action(s) your group took and why you chose this action.
- Give details about the date, place, other participants, target groups, etc.
- Include pictures or other relevant documents.
- Provide details about any people who assisted you with your action or resources that were helpful. What kind of equipment did you need?
- Provide details about any publicity or media coverage you organised for your action.
- Explain what you hoped your action would achieve.
- Explain any difficulties you had, or any factors that helped you.

Reflections and Evaluation (250–500 words):

- Was your planned action successful? Did you achieve your objectives? Why or why not? Explain.
- Explain what your group learned by doing this project.
- What would you do differently next time?
- What project would you do next if you had time?
- How did you divide up responsibilities within your group? What did you learn about doing this kind of independent work in groups?
- Reflect on how you might use this kind of service-learning approach to teaching/learning in secondary school.

Attachments

- If relevant, attach a file folder containing any relevant documents that can't fit within the report itself, such as sample information collected, questionnaire used, or brochures produced.
- List the contents of the attachment folder in your report.